

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** ASSISTANT CITY ATTORNEY

### General Functions:

This position reports to the City Manager, and is responsible for providing assistance to the City on legal matters. Plans and directs legal actions within the limits of the general policies of the City and established standards and practices of the legal profession.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Contributes to a positive work environment.
- 2) Maintains a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Provides legal advice to the City Manager, City Staff, and citizen advisory boards on all municipal related matters.
- 4) Advises and provides legal interpretations to Planning Commissions and other relevant City land use decisions making authorities during all quasi-judicial and legislative hearings as well as work sessions. Interacts with parties to pending hearings or with their attorneys to discuss or negotiate City level positions or interpretations. Makes procedural rulings during hearings. Reviews each commission's proposed findings and orders for legal sufficiency. Assists the City Attorney in preparing for City Council land use proceedings.
- 5) At the request of the City Manager and City Attorney, and in the absence of the City Attorney, may serve as counsel to the City Manager and City Council, including attending City Council meetings and conferences with City officials.
- 6) At the direction of the City Manager, prepares and drafts new city codes and laws, and revisions or amendments to existing city codes and laws.

- 7) At the direction of the City Manager, coordinates and manages assigned work tasks related to legal issues. May assist the City Manager and City Attorney in managing and coordinating the work of contracted legal counsel.
- 8) On assigned matters, provides legal advice and representation for litigation and contested cases from hearing to appeal.
- 9) Negotiations and drafts settlement agreements, contracts for goods and services, intergovernmental agreements, and routine real property conveyances.
- 10) Serves as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- 11) Represents the City to the public, in legal or administrative proceedings, to other organizations or entities, and in other situations as required. Makes presentations and provides comment and testimony. Advances and protects the interests of the City and its citizens in all matters.
- 12) Develops safe work habits and contributes to the safety of self, co-workers, and the general public.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

1) Job Preparation:

a) Education:

- i) Graduation with a juris doctorate degree from an accredited law school, and a minimum of 5 years of progressively responsible experience in the practice of municipal law in a municipal setting.

b) Training:

- i) Requires admission to the Bar of the State of Oregon, admission to practice law in the State of Oregon.
- ii) On-going continuing legal education in accordance with the requirements of the Oregon State Bar.

2) Supervision:

Received: Work is performed independently with the City Manager providing general direction and indirect supervision.

Exercised: Supervision may include overseeing the work of legal interns.

3) Communication:

This position requires frequent communication with City employees, City Attorney, City Council, citizen boards and commissions, and the general public. Communication is frequently complex and regularly involves confidential or sensitive information.

4) Cognitive Functions:

Work is only occasionally monitored and performed with a moderate level of structure and substantial level of independent decision-making.

5) Working Conditions:

Most work is performed in a standard office environment.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*